

SUI NORTHERN GAS PIPELINES LIMITED

Tender Enquiry

Ref: FST/TE/025/2026

Dated: 20.04.26

Bidder's,

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Dear Sirs,

1. Please submit your lowest and firm quotation with best delivery for the items given on the attached sheet (*Annexure*) and return one copy of the sheet(s) duly completed and signed by you latest by 3:00 Am positively on or before 13.05.26
2. Please Include:
 - a. Our item numbers.
 - b. Discounts, if any.
 - c. Full details of any deviation from our Specifications.
 - d. Lump-sum price in addition to unit price, carriage paid to our address given in
3. The envelope containing your quotation should be sealed and addressed to the Exec. *Officer Procurement* at the following address.

SNGPL Office, HQ-T, Main Sargodha Road, Faisalabad
4. The envelope should be headed "CONFIDENTIAL" and marked;

Tender Enquiry No. FST/TE/025/26 Closing on 13.05.26

Your quotation is liable to be cancelled if you fail to adhere to the this clause.
5. Your quotation should remain open for at least a period of **60** days from the date of closing of this enquiry.
6. QUOTATIONS AGAINST THIS ENQUIRY WILL BE OPENED IN PUBLIC **30 Minutes** AFTER THE CLOSING TIME OF THIS ENQUIRY.
7. In the event of your quotation being approved and our confirmed order placed on you, you will be expected to complete the delivery by the date mentioned in our order conformable to your quotation. In case delivery is not completed by due date, we reserve the right to meet our demand at your cost.
8. In case an order is placed on you on the basis of this Enquiry, material will be required by us latest by **30 days**.
9. We reserve the right either to increase/decrease 15% of ordered quantities or cancel any /all items of this Enquiry without any reasons.
10. Relevant leaflets/brochures should accompany your quotation, if possible.
11. Instead of writing the word 'IMPORTED' Please give the exact Brand/Make and Country of Origin of each item quoted by you.
12. Delivery of material will be required at our Main Stores Faisalabad HQ-T

GENERAL CONDITIONS

- i. All deliveries are to be consigned carriage paid to the address given under 2 (d) above.
- ii. Delivery Challan (*in Triplicate*) for each consignment should accompany the material.
- iii. Consignments will be received upto 12:30 PM. during Summer on all working days and upto 3:30 PM during Winter on all days of the week except Fridays and Saturdays, when these will be received upto 12:30 PM.
- iv. All goods purchased are subject to our Inspection and Approval and if rejected will be returned at Supplier's and cost.

Yours Faithfully,
SUI NORTHERN GAS PIPELINES LIMITED


(M. Asim Qureshi)

Dy. Chief Officer (Procurement)
for Managing Director

Annexure To Enquiry No :

FST/TE/025/26

01 of 01

Reference of Supplier :

20.04.2026

Item No	Description	Brand/Make Country of Origin	UNIT	Qty.	Rate	Bid Security of Estimated Cost of Each Item	Delivery Packaged
1	Vehicle Log Book (33 Pages Each) 55 Gram (as per approved sample)		NO	1030		Bid Security declaration (Annex I, II, III) duly signed/ stamped is also required alongwith bid on your Letter Head/ Stamp Paper, failing which your bid will be considered non-responsive	
2	Offset Paper A-4 (216 x 297 mm) 80 gm 500 Sheet / Ream		NO	208			
3	Offset Paper F-4 (216 x 330 mm) 80 gm , 500 Sheet / Ream		NO	8			
4	Offset Paper Colour Purple A-4 Size 100 Sheet / Bundle 80 Gram		NO	1			
5	Offset Paper Colour Pink A-4 Size 100 Sheet / Bundle 80 Gram		NO	1			
6	Envelope Khaki Size 14 x 18" Fine Quality		NO	108			
7	File Cover White SNGPL Monogram with Black Laces 400 gram Local fine quality		NO	180			
8	2-Hole Heavy Duty Hole Punch Machine (Max Capacity 70 Pages)		NO	3			
9	Box File Office Lever Arch Clip Binder Box File Folder		NO	30			
10	Leaf Executive File Folder Ragzine With Clip		NO	6			
11	Lead Pencil		PKT	6			
12	Eraser Fine Quality		NO	24			
13	High Lighters 1 - 4.5 mm (Orange , Pink , Green)		NO	10			
14	Unbreakable Pencil Sharpner / Durable & High Quality Sharpner for Office		NO	24			
15	Iron Scale High Quality Premium Finish		NO	8			
16	Computer Paper 80 Gram Size Legal Rim (Each 500 Sheet)		NO	22			
17	Box File with Clip (Blue)		NO	22			
18	Stapler with Pin Remover Fine Quality		NO	4			
19	Blue Ball Point Each Packet 10 Nos.		PKT	10			
20	Black Ball Point Each Packet 10 Nos.		PKT	2			
21	Red Ball Point Each Packet 10 Nos.		PKT	1			
22	Register 24 No. (Each 100 Sheet)		NO	6			
23	Drafting Pad Size Small (Each 100 Sheet)		NO	4			
24	Blue Stemp Pad Size Large		NO	2			
25	Sticky Notes 4" x 4" (Each 100 Sheet)		NO	6			
26	Correction Pen		NO	2			
27	Yellow Highlighter		NO	8			
28	Envelop Khaki Size 9" x 4" (Each Packet 100 Nos.)		PKT	2			
29	Envelop Khaki Size A4 (Each Packet 100 Nos.)		PKT	2			
30	Envelop Khaki Size Legal (Each Packet 100 Nos.)		PKT	2			
31	Attendance Register		NO	4			
32	Dust Bin Size Medium		NO	4			
33	Paper Cutter		NO	2			
34	Paper Binder Clip 15mm (Each Packet 12 Nos.)		PKT	2			
35	Paper Binder Clip 19mm (Each Packet 12 Nos.)		PKT	2			

36	Paper Binder Clip 25mm (Each Packet 12 Nos.)		PKT	2	
37	Movement Order (100 Pages Each Pad)		NO	50	
38	TA/HA Claim from 1529/63/67/74 (100 Pages Each Pad)		NO	30	
39	Overtime Claim form (100 Pages Each Pad)		NO	60	
40	Request For Payment (100 Pages Each Pad)		NO	50	
41	Request for Approval of Overtime (100 Pages Each Pad)		NO	30	
42	Request for Appointment of Casual / Daily Wages Basis Form No. PER/101 (100 Pages Each Pad)		NO	30	
43	Application for Appointment of Casual / Daily Wages Basis Form No. PER/102 (100 Pages Each Pad)		NO	30	
44	Application for Appointment of Casual / Daily Wages Basis Form No. PER/103 (100 Pages Each Pad)		NO	30	
45	File Cover with Laces Printed with SNGPL Monogram (420 Grms)		NO	200	
46	Duplicate Book (100 Pages Each Book)		NO	30	
47	Ball Point (0.7mm/Liquid Ink)		NO	90	
48	Weekly/Fortnightly ROW Inspection Report Form No. TF-200 (100 Pages Each Pad)		NO	40	
49	Spiral Ring Binding Pad A-4 Size Number		NO	30	
50	Register Broad Line (200 Pages Each)		NO	15	
51	Envelop Khaki Size: 15"x11" Clothline Fine Quality (50 Pieces in each Packet)		NO	8	
52	Envelop Khaki Size: 10"x12" Clothline Fine Quality (50 Pieces in each Packet)		NO	4	
53	Envelop Khaki Size: 11"x05" Fine Quality (100 Pieces in each Packet)		NO	5	
54	Paper Reams White Size: A-4 70 Grams (500 Sheets)		NO	70	
55	Enclosure List Pad (100 Pages each)		NO	20	
56	Medical Register (300 Pages per Register)		NO	11	
57	Gate IN/Out Register for operational vehicles		NO	25	
58	White File Cover Size 9.8" X 13.7" with SNGPL Logo, Filling Capacity 250 Pages, Weight 400 Grams with Black Lases (Size 24" Long both end coated with plastic) as per sample attached		NO	200	
59	Envelope Khaaki Size 12" X 10"		NO	1000	
60	Envelop Khaki Size 9" x 4" (Each Packet 100 Nos.)		NO	1500	
61	Envelope Khaaki Size 9" X 10"		NO	1000	
62	Offset Paper size A3 90 Gram 500 Sheet each pakets		PKT	5	
63	Roll Paper Role size 100 FT X 42" 90 Gram		ROLL	3	

Terms & Conditions:

1. Please mention the rates of material/sales tax separately instead of lump-sum
2. Rates should be valid upto (Sixty 60) days.
3. We required good quality material.
4. No cutting/overwriting will be acceptable in the price.
5. Quotation should be complete in all respects i.e. NTN/GST Nos. date & signature, country of origin/Brands with complete specification of material duly stamped.
6. Envelop should be marked as " CONFIDENTIAL ", Tender Enquiry No. and Closing Date
7. You will be responsible/bound to supply the item on your quoted rates, in case of any change/revision of rate at your end.
8. Any Information or sample can be seen in the store office FSD on any working day in the office time
9. Enquiry send back to Officer (Procurement) SNGPL, Sargodha Road, Faisalabad, country of origin/Brands with complete specification of material
10. We require material within 30 Days, however, you may quote your best delivery period.
11. Payment will be made through cheque after complete delivery of material:
 12. In case an order is placed on you on the basis of this Enquiry, payment shall be made within 30 days from receipt of goods except when stores are received 'Subject to Approval'. In such cases 30 days limit will commence from the date of
 13. No bid will be accepted for lesser quantity than that specified.
 14. Any discount or alternate prices not read out at bid opening will not be considered during bid evaluation.
 15. Conditional offers / quotation will not be accepted.
 16. Each item will be evaluated separately.

Special Note

1. Please note that in case of Purchase Order placed on you, delivery of material must be made within the stipulated delivery period, failing which, we reserve the right to cancel the purchase order or part thereof, as necessary.
2. In case of an order placed on you, if the order on you or part thereof is cancelled, we shall have the right to make purchases from other sources at your risk & cost, and the difference in cost will be recovered from you and this cancellation of Purchase Order may lead to black-listing of the firm.
3. Brand Name, Model No. and Country of Origin of offered item must be mentioned in the quotation. Bids without Brand Name, Model No. and Country of Origin are liable to rejection.

Late Delivery Charges

1. Time shall be essence of the contract/purchase order and it will include a clause on Late Delivery charges. This interalia will state that if the materials,
2. The payment of such Late Delivery Charges shall not relieve the supplier from performing and fulfilling its obligations under the contract nor will the
3. Whenever Late Delivery Charges become payable, SNGPL, in its sole discretion shall quantify the same and recover Late Delivery Charges

** The term "Force Majeure" as employed herein shall mean acts of Government in their sovereign capacity, riots, strikes, lock outs, fire occurring in the supplier's

Supplier's Signature :

Supplier's Stamp :

BID SECURING DECLARATION
TENDER ENQUIRY #FST/TE/025 /26

M/s. Sui Northern Gas Pipelines Limited,

Dear Sirs,

We, M/s _____, hereby confirm that our bid against subject tender enquiry is firm & irrevocable.

We, M/s _____, also confirm & undertake that our said Bid Securing Declaration shall serve as guarantee that we shall not either withdraw, unilaterally modify, vary or alter our Bid after opening of the tenders and before expiry of bid validity period or extended bid validity period, and we shall accept purchase order placed on us within validity period of bid in case our bid turns out to be the most advantageous bid as per terms of the tender enquiry.

Authorized Signatories of the Bidder

Name: _____

Date: _____

E-mail address:- _____

Company Seal: _____

Place: _____